

# **RSC Résumé Binder**

## *Instructions and Questionnaire*

The House Republican Study Committee (RSC) maintains a résumé binder for the use of its Member-offices.

To be included in the Résumé Binder you MUST:

1. Complete the attached one-page questionnaire.
  - √ While you may type your answers or write them out long-hand, do not exceed the space provided.
  - √ Leaving an answer blank or writing that answers will only be provided in a job interview may prohibit your résumé from being included in the binder.
  - √ Circle no more than two positions that you are seeking.
2. Provide to the RSC **two** copies of your résumé AND **two** copies of your completed questionnaire PER POSITION (up to two) for which you are applying. [That is, if you are applying for two positions, please provide *four* copies of your résumé and *four* copies of your questionnaire.]
  - √ Résumés may be on any type of paper, as long as it's **8-1/2 x 11**.
  - √ **Three-hole-punch** the résumés and questionnaires.
  - √ Do not staple anything together.
  - √ Deliver the hole-punched résumés and questionnaires to **4H** Cannon House Office Building (across from 432 Cannon). Or mail the hole-punched résumés and questionnaires to Paul Teller, c/o Rep. John Shadegg, 306 Cannon House Office Building, Washington, DC 20515.
3. E-mail a copy of your résumé (preferably in Microsoft Word) to [RSC@mail.house.gov](mailto:RSC@mail.house.gov) with the word “résumé” in the subject line.

Your résumé and questionnaire will be included in the RSC Résumé Binder, which will be available to all RSC offices and to any other appropriate individuals and offices. At the beginning of every month, all résumés and questionnaires that have been in the Binder for at least three months will be removed without notice to you. However, you are certainly welcome to resubmit your résumés and questionnaires after such removal.

If you have any questions, e-mail [RSC@mail.house.gov](mailto:RSC@mail.house.gov).

**NAME:**

States of elected officials for whom you have worked or where you have lived for at least a year:

**POSITION(S) FOR WHICH YOU ARE APPLYING:** (Circle no more than two.)

Chief of Staff / AA  
Legislative Counsel  
Legislative Director

Press Secretary  
Legislative Assistant  
Legislative Correspondent

Scheduler / Office Manager  
Systems Administrator  
Staff Assistant

**ISSUES:** In ONLY the space provided, please describe your views on the following:

Abortion:

Gun Control:

Eliminating the Federal Budget Deficit:

Immigration:

The most significant problem with the health care system is:

The best stimulus for the economy is:

Trade:

The most pressing need of our military is:

President Bush's most important domestic policy initiative is:

The three issues on which I am most interested in working are:

- 1.
- 2.
- 3.